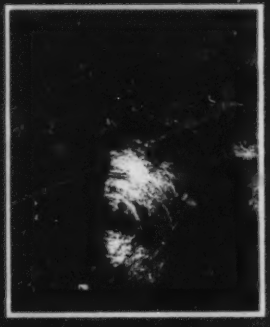
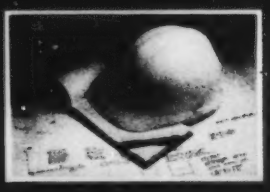
Growing Together

Southeast Regional College

Annual Report 2000-2001

Southeast Regional College

"Bringing learning to the learner" is what Southeast Regional College is all about. The College's mandate is to "lead the way, reaching people and communities through the power of learning" by "providing access to learning experiences and information that enable people and communities to meet the realities of today and create opportunities for tomorrow."

Southeast Regional College is a rural, student-centred, community-based college, responding to the diverse training needs of South East Saskatchewan. Southeast Regional College serves a region of more than 70,000 adults living in over 70 communities spread throughout 20,000 square kilometres. The structure of the College consists of the Administrative Office centred in Weyburn; four Campus Offices located in Assiniboia, Estevan, Weyburn and Whitewood; four Learning Centres located in Moosomin, Indian Head, Carlyle and Carnduff; and three Community SCN Centres situated in Broadview, Rocanville and Kipling.

Needs Assessment: To ensure the relevance and value of the College's courses, Southeast Regional College undertakes ongoing assessments of the training needs of the individuals, businesses, and communities within the region. Based on the analysis of the information gathered, the College identifies industry trends, as well as short and long term training needs within our region and beyond. This analysis is the basis for establishing College programming, allowing the College to be flexible and adaptive in meeting the educational and training needs of the learner and the economy within the region.

Career and Personal Services: Through its highly qualified career counselors, Southeast Regional College provides enhanced career and personal counseling services to assist individuals in making informed career and life decisions and in working towards achieving their goals. To increase the accessibility of career and personal services to adults and youth in the region, Southeast Regional College career counselors also provide these services on a contract basis to school divisions, employment program agencies, and private clients.

Program Delivery: Over the years, the College has established and maintained numerous partnerships to meet the diverse learning needs of our region. These partnerships include: post-secondary institutions; school divisions; local, provincial and federal governments; First Nations groups; business and industry; and community organizations.

Southeast Regional College has a proud history of being responsive to the needs of individuals, businesses, and communities of South East Saskatchewan. In an effort to keep pace with the ever expanding energy industry, Southeast Regional College created a unique business division in 1990 - the Energy Training Institute (E.T.I.). E.T.I., in co-operation with the southeast energy industry, provides a variety of technical, environmental, and safety-related courses to meet the high demand for training within the region's energy sector. As the awareness develops, other sectors have begun to realize the benefits of many of the safety courses offered through E.T.I.

Program Development: Southeast Regional College has received community and provincial recognition for the key role it has played, along with partners, in undertaking the development of new program initiatives. Following the College's mandate for partnerships, the Energy Training Institute established a new partnership in 1998 with Carson's Safety and Environmental Services which provides the College with industry expertise in the delivery and development of programs. In conjunction with its new partner, E.T.I. responded to an emerging training need of the industry by developing a new one-day safety training course on Ground Disturbance, which has received industry support and recognition. This partnership continues with projects underway in the areas of digging and environmental awareness.

Southeast Regional College believes there are no barriers to learning - only unopened doors. Within South East Saskatchewan, the College endeavors to "open the doors to learning", by providing a variety of unique and diverse learning and educational opportunities. As the College's programs and services continue to develop and expand, communities will respond, benefit, and grow. By delivering the "personal touch" within the region's communities, Southeast Regional College is enabling adults and communities throughout South East Saskatchewan to meet the realities of today and create the opportunities of tomorrow.

The format of this Annual Report reflects Southeast Regional College's first step in changing the report from an activity-based to a performance-based focus. The performance criteria on which the College reports each year will increase as the College develops instruments for measuring performance in different areas. The long-term goal is to develop a report card for the College that will inform the community and it's representatives on the achievements and performance of their College.

The College is proceeding with the development of the College Assessment System. Through this system, the College has identified potential performance standards. Over the next three years, the College will refine this system and develop the measurement instruments required to assess performance based on the standards.

This initial performance-based report primarily reports on the progress of the College in meeting the objectives set for the year. The first section reports on the student registration and course targets. The second section is organized around the four main goals set out by the Minister of Post-Secondary Education and Skills Training for the post-secondary education sector. The last section contains the financial statements for the year.

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Letter of Transmittal

December 1, 2001

The Honourable Glenn Hagel, Minister
Post-Secondary Education and Skills Training
Legislative Building
Regina, SK S4S OB3

Dear Minister Hagel;

On behalf of the Board of Governors of Southeast Regional College, I am pleased to present the Annual Report of Southeast Regional College for the year ending June 30, 2000.

During the past year, Southeast Regional College worked with individuals, businesses and communities to "grow together". Working in conjunction with our existing and new partners, we developed opportunities to create a successful learning environment for our students. Due to the challenges generated by our economic environment, we encouraged innovation with our programs and services. We feel that we have been successful in achieving many of the goals set before us.

Student success is the goal to which we all work. The past year is one each contributor, whether staff, partner or student, can look back on with pride of achievement.

Sincerely,

Edwin J. Haid

Edwin Haid
Chairperson

Board of Governors *(left to right)*: Charlotte Hookenson, Kisbey; Terry Chapman, Weyburn; Jim Stangel, Assiniboia; Chairperson, Edwin Haid, Indian Head; Debbie Packet, Benson; and Vice-Chairperson, Dale Ching, Oxbow.

President's Report

I have the honour to present the Annual Report for Southeast Regional College. During 2000-2001, Southeast Regional College worked with individuals, businesses and communities to "grow together". In response to the demographic, social, economic and technological changes occurring in the communities and businesses of the region, the College is changing the programs and services opportunities, as well as the way we work.

Student success, whether it be learning a new skill or obtaining a credential, is the goal to which we all work. During the year, the College assisted in the creation of a model for providing access to career counselling services in rural Saskatchewan. As well, in conjunction with the Canada-Saskatchewan Employment Services, Moosomin Career and Student Services began development of a self-service multi-media system to assist clients to access employment, career and program opportunities.

We developed opportunities with our existing partners, and new partners, to create a successful learning environment for our students. In 2000-2001, the College continued its partnership with Carson Safety and Environment to develop a Ground Disturbance Instructor Course, formed a partnership with Parkland Regional College for the delivery of safety training in their region, and established a partnership with The Canadian Institute of Financial Planning to deliver the Certified Financial Planning Program. As well, the College completed the relocation of the Weyburn Campus to the new joint-use facility with the Weyburn Comprehensive School.

We looked for ways to meet the challenges put before us because of our economic environment. The College continued to identify and establish linkages to all sectors of our region, enhancing our needs identification process and allowing a better match of training to employment opportunities. Through these changes, the College offered additional classes during the year, and continued working with employers to train existing and new employees for sustainable job opportunities within the region.

We discovered options to advance educational opportunities for South East Saskatchewan residents. The College offered classes and programs designed to match the training to employment opportunities. Through a donation from Pan Canadian Resources, the Weyburn Campus began planning the Pan Canadian Learning Lab which will enable the College to deliver innovative and relevant programming for a variety of sectors.

The learning communities continue to grow and benefit in the energy and industrial, business, agriculture, and health sectors, and at the College. New and existing partnerships expand opportunities within our College Region and beyond. It is an exciting time of learning and success for individuals, communities and the College, as we "grow together" into a stronger tomorrow.

Arthur Whetstone
President

Programs & Services

The programs and services provided by the Southeast Regional College are grouped into seven areas. The first portion of this section contains a brief overview of these program and service areas. This is followed by a report on the success of the College in meeting the registration and course targets for the year. In this section the actual registrations and courses are compared to the previous year and to the plan for the year. The final part of this section provides information on the results of the programs.

Overview

Southeast Regional College offers a range of different courses in seven areas. These courses change from year-to-year as the needs of the businesses and communities change. In addition, Southeast Regional College offered career information and counselling services to college students and to adults in the region.

Basic Education Program: The Basic Education programs allow individuals to return to school and upgrade their education. The programs prepare students for further educational opportunities or for employment which require secondary school education. The programs allow students to study at a pace suitable to their individual needs and abilities. Programs available include: Basic Education, Saskatchewan Correspondence School, General Education Development (GED), Literacy and English as a Second Language (ESL).

University Program: Southeast Regional College offers first-year university courses throughout the region, in the faculties of Arts, Education, Science, Pre-Administration, Fine Arts, and Pre-Professional (i.e., Social Work and Human Justice), as an off-campus site for the University of Regina and the University of Saskatchewan.

Vocational-Technical Institute Credit Programs (Full-Time and Part-Time): Southeast Regional College offers several vocational-technical programs in conjunction with other technical institutions, such as Saskatchewan Institute of Applied Science and Technology (SIAST). Funding for full-time programs comes from the provincial government's skills extension program and other federal or provincial agency sources. Individual modules of the full-time vocational-technical programs are offered on a part-time basis to students on a cost recovery basis.

Vocational-Technical College & Industry Credit Programs: To be responsive to the needs of individuals, businesses, and communities of South East Saskatchewan, Southeast Regional College continues to build upon its partnerships in order to provide relevant industry accredited programming. These partnerships include: Truck Driver Training Program in partnership with Prairie Driver Training Services and Building Code Training for Canadians (BCTC) Program in partnership with the Saskatchewan Building Officials Association.

Vocational-Technical Employment Programs: Work-Based Training is a program under the provincial initiative of Job Start/Future Skills. Southeast Regional College works with employers to prepare and monitor this program, provide training and employment opportunities for unemployed individuals seeking job skills, and assist employers in filling new full-time positions.

Business, Industry and Career Programs: Southeast Regional College offers a wide range of skills training and development courses. These courses provide opportunities for individuals and businesses to pursue training in a vast array of subjects, expanding their educational background and enhancing the quality of life for individuals, businesses and local communities. As well, the Energy Training Institute (ETI), in cooperation with the southeast energy industry, provides a variety of technical, environmental, and safety-related courses to meet the high demand for training within the region's energy sector.

Career and Student Services: Southeast Regional College provides career counselling services to individuals and organizations within the southeast region. Counsellors provide testing services, workshops and one-on-one sessions to assist individuals in identifying interests, skills and aptitudes, as well as, providing information about careers, educational programs/institutions, labour market information, and funding options.

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Registrations and Courses

The programs and services provided by the Southeast Regional College are grouped into seven areas. The following table is a report on the success of the College in meeting the registration and course targets for the year, with the actual registrations and courses being compared to the previous year and to the plan for the year. (Note: The Vocational-Technical Institute Credit Program was separated into Full-Time and Part-Time in the table.)

Student/Registrations	Previous Year 1999-2000	2000-2001 Plan	2000-2001 Actual	Variance to Previous Year	Variance to Plan
Basic Education [1]	331	411	453	80	42
University [2]	699	745	711	12	-34
Vocational-Technical Institute [3] (Full Time)	154	134	99	-55	-35
Vocational-Technical Institute [3] (Part Time)	169	473	305	136	-168
Vocational-Technical Industry [4]	189	140	149	-40	9
Vocational-Technical Employment [5]	518	195	137	-381	-58
Business, Industry & Career [6]	5650	5998	5128	-522	-870
Career and Student Services [7]	1415	1464	1954	539	460

Courses/Programs	Previous Year 1999-2000	2000-2001 Plan	2000-2001 Actual	Variance to Previous Year	Variance to Plan
Basic Education [1]	16	15	18	2	3
University [2]	87	76	79	-8	3
Vocational-Technical Institute [3] (Full Time)	16	11	11	-5	0
Vocational-Technical Institute [3] (Part Time)	152	43	36	-116	-7
Vocational-Technical Industry [4]	18	17	27	9	10
Vocational-Technical Employment [5]	108	85	50	-58	-35
Business, Industry & Career [6]	703	772	851	148	79
Career and Student Services [7]	1709	1697	2273	564	576

[1] Basic Education Programs available include: Basic Education, General Education Development (GED), Literacy, English as a Second Language (ESL) and Bridging & Employment Program.

[2] University includes Lecture, Multi-Mode, Picture Tel, SCN, and Web CT for both full-time and part-time students.

[3] Vocational-Technical Institute Credit Program includes Full-Time SIAST programming, and Part-Time SIAST modules.

[4] Vocational-Technical Industry Programs includes Truck Driver Training and Building Code Training for Canadians.

[5] Vocational-Technical Employment Programs includes Work-Based Training and Job Start/Future Skills.

[6] Business, Industry & Career Programs include business, agriculture, safety and community programs.

[7] Career and Student Services includes College Students, University Students, General Public, and Canada- Sask. Career & Employment Services Contracts, School Contracts, Workshops, and Testing.

Registrations and Courses

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As demonstrated in the tables on the previous page, Southeast Regional College had an ambitious plan for 2000-2001. Certain external factors impacted the ability of the College to successfully achieve these goals. Southeast Regional College was impacted by the decline in Saskatchewan's rural population and the decrease in the unemployment rate as more people entered the workforce. In addition, the College has experienced increased competition as additional training centres have joined the market.

Basic Education Program. The core Basic Education program was on target in actual registrations compared to planned registrations, and remains relatively stable year to year. The increase in the number of registrations represents a contract awarded to the College for a transition to employment program, in partnership with Can-Sask Career and Employment Services.

University Program. The number of university courses offered decreased during the year as students did not take advantage of alternative delivery methods. There were fewer students enrolled in satellite-delivered courses and the College offered fewer teleconference-delivered courses than originally planned. The registrations are affected by the number of students graduating from Weyburn and Estevan Comprehensive Schools, as well as, the number of students remaining within the region to pursue their first year of university.

Vocational-Technical Institute (Full-time) Program. Every year, the College accesses funding through a grant for vocational-technical programs. Based on the amount of the grant and the cost of each individual program, the College selects the programming options that will best meet the needs of the students while utilizing the grant funds. Low registrations in the programs resulted in the cancellation of two new programs that the College planned to initiate during the year.

Vocational-Technical Institute (Part-time) Program. The College experienced a significant increase in monitoring charges from SIAST, which resulted in a decrease in the number of courses offered part-time.

Vocational-Technical Industry Credit Program. In order to make the training more accessible, the delivery of the Truck Driver Training Program was restructured to provide individualized training to each student.

Vocational-Technical Employment Program. Through the Job-Start Future Skills Program, businesses receive grants to train new and existing employees. During the year, the government eliminated the grants for existing employees. However, the number of businesses participating in the New Employee Grant Program remained stable.

Business, Industry, and Career Programs. Two factors affect the level of programming in this area. First, there has been an increase in the number of training providers delivering safety programs in the region and province. Second, the intense level of business activity in the oil and gas sector has reduced the time available for employee training. The result is a decrease in the registrations per course.

Career and Student Services. The increased activity results from additional service requests from students and the general public. The contract with Can-Sask Career and Employment Services to provide career and employment services to the Moosomin and Whitewood areas reached a higher level of activity during the year than anticipated.

Student Success Report

Southeast Regional College's mission is *to provide access to learning experiences and information that enable people and communities to meet the realities of today and create opportunities for tomorrow.* By providing accredited educational opportunities through the Basic Education, University and Vocational-Technical Programs, the College enables students to continue their education, and realize their educational and career goals.

Basic Education Program

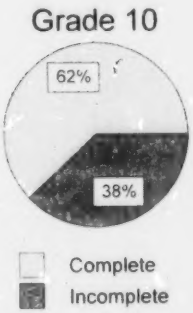
During the 2000-2001 year, Basic Education was offered in Estevan, Indian Head, Moosomin and Weyburn with 36 students taking the Grade 10 level and 97 students taking their Grade 12. Every year a follow-up study is completed to determine the success of the students within the program, to identify the number of students continuing their education in the program, and to identify the success rate for students in achieving their goals.

The following charts summarize the results of the follow-up study completed.

Grade 10

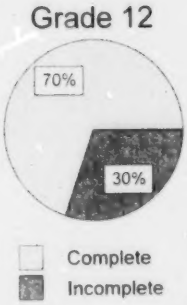
Of the students in Grade 10, 23 students completed their Grade 10 and 14 students did not complete the grade. Of the students who completed the grade, 19 of the students will be continuing in the basic education program in the next year.

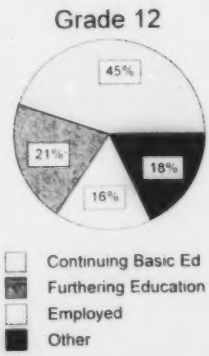
Of the students who have decided not to continue with the basic education program, three students obtained employment, four students have commitments at home, and the remaining seven students did not make their future plans known.



Grade 12

Within the Grade 12 portion of the program, 67 students completed their subjects and 29 students did not finish. Of the students who did not complete the grade, thirteen students found employment, two students have commitments at home, five students are seeking employment, four students moved away from the area, and five students did not make their future plans known.





Of the 67 students who completed Grade 12, 30 students are continuing their education in the Basic Education program, 14 students are furthering their education by enrolling in post-secondary options, 11 students found employment and the remaining students are involved in other endeavours.

University Program

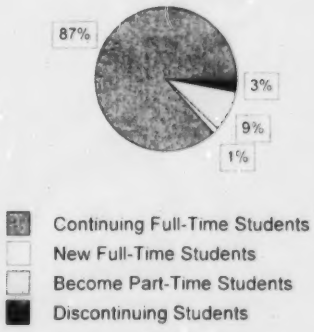
The University Program is offered at various sites throughout the region, including Estevan, Weyburn, Assiniboia, Whitewood. There is no official follow-up study completed with the students attending their first year of university classes with the College, as these students are expected to continue their studies at other post-secondary institutions. However, a record is kept of the retention -success rate for the full-time students who attend Fall Semester and return in the Winter Semester at the Weyburn and Estevan Campuses.

The following information contains the retention-success rate for the full-time students from Fall Semester to Winter Semester.

In the Fall Semester at the Estevan Campus, there were 24 full-time students, with 112 registrations. Beginning the Winter Semester, two students went from full-time status to part-time status, leaving 22 full-time students, with 97 registrations.

At the Weyburn Campus, there were 48 full-time students with 213 registration for the Fall Semester. In the Winter Semester, one new full-time student enrolled, two students discontinued their studies, five students went from full-time status to part-time status, leaving 44 full-time students, with 193 registrations.

University



Vocational-Technical Programs

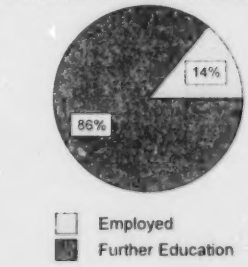
During the year, Southeast Regional College offered five programs at various locations. These programs include: Business Administration, Office Education, Home Care/Special Care Aide, Welding, and Custom Harvester. A follow-up study is completed 3 months after the programs have ended to determine the success of the students in reaching their education and career goals.

The following charts is a summary of the 3-Month Follow-Up Study conducted by the College.

Business Administration

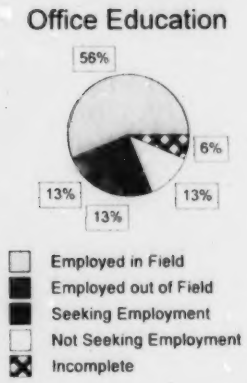
The Business Administration Program was delivered at the Assiniboia Campus to seven students who all completed the program. Of these students, one student found employment in the field and six are continuing their education by taking their second year at SIAST.

Business Administration



Office Education

During the year, the Office Education Program was delivered at two locations - Weyburn and Moosomin. Of the 19 students enrolled in the programs, 16 completed. Of the students completing the program, nine students found employment in their field, two found employment out of their field, two are unemployed, and one student is not seeking employment.

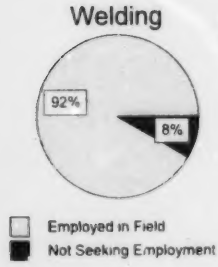


Home Care/Special Care Aide

The Home Care/Special Care Aide Program was offered in Whitewood to 15 students who all completed the program. Of these students, seven students found employment in their field, two found other employment, and four are furthering their education.

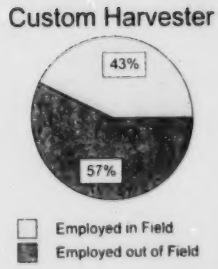
Welding

The Welding Program was offered at the Weyburn Campus to 12 students who completed the program. Of these students, eleven students found employment and one student is not seeking employment at this time.



Custom Harvester

The Custom Harvester Program was offered in Assiniboia with ten students enrolled and seven students completing the program. Of the students who completed the program, three found employment in their field, and the remaining four found other employment.



Report on Plan & Initiatives

In recent years, the Southeast Regional College has prepared a five-year Strategic Plan outlining the future goals of the College, and identifying the initiatives necessary to complete those goals. As part of the Strategic Plan, the College has considered the goals outlined by the Department of Post-Secondary Education and Skills Training, and has incorporated initiatives that meet both the Department and the College's goals.

The 2000-2001 Annual Report outlines the goals and objectives of the Department of Post-Secondary Education and Skills Training and the accomplishments of Southeast Regional College in achieving the expectations of the Department of Post-Secondary Education and Skills Training.

Goal 1: Effective leadership in the post-secondary education, training and employment services sector.

Objective 1.1: Needs Assessment

- **Establish and maintain a needs assessment system to monitor ongoing university needs of people and sectors within the region.** In order to meet the needs of the majority of the students taking university classes, the College offered additional classes through different delivery modes, including web-based classes. As well, the College combined courses between two locations and offered courses once during the year, in order to ensure the needs of the students were efficiently met.

- **Improve the Needs Identification Process to ensure the courses offered in Vocational-Technical Institute Credit Program meet the needs of the region.** The College continued to identify and establish linkages to all sectors of our region, enhancing our needs identification process and allowing a better match of training to employment opportunities. Through this process, the College identified changes to the program offerings that were necessary due to declining youth population, increased competition from other Post Secondary institutions, increased opportunities for higher-than-average salaries in a variety of jobs, and a decline in the agriculture sector.

Objective 1.2: Board Governance and College Policy

- **Develop a communication system by which people are kept informed of changes in policy and procedure as needed.** Direct communication from the President to the staff has occurred regarding the new policy being developed for the board of governors. No other communication process has been implemented.

Objective 1.3: Provincial Student Information System

- **Implement new student information system that captures and reports all relevant student data and integrate the system with the existing financial information system.** Developed by the Regional Colleges and the Department of Post Secondary Education and Skills Training, the web-based student information system was implemented by the College as the initial test site. Implementation of the system has not gone as smoothly as planned, and the accounting interface is still being tested. The College is committed to utilizing the system and continues to provide a leadership role in on-going operations, maintenance and enhancement of the system.

Objective 1.4: Intergovernmental Collaborations

- **Relocation of Weyburn Campus to Weyburn Comprehensive School, expansion of Moosomin facility, relocation of Indian Head and development of a joint use facility in Assiniboia.** The College completed the relocation of the Weyburn Campus to the new facilities, and is continuing to discuss with the various school divisions the issues of the relocation of the offices at Moosomin, Indian Head and Assiniboia.

Goal 2: A sustainable, high quality post-secondary education sector.

Objective 2.1: Human Resources

- **Develop processes that support managers to fulfill their supervisory functions.** The College undertook the first part of supervisor training, with over fifty percent of the primary identified group taking some training.

- **Develop an orientation and training plan for each position.** The College developed a staff orientation process and all supervisors were trained on delivering the orientation.

- **Develop and implement a comprehensive training process for staff on utilizing computer hardware and software.** The College defined the process to be used to train staff, while continuing to investigate emerging technologies. During the year, the College upgraded to Windows 2000/Novell 5.1 operating systems for the WAN, and installed a SonicWall for security. Resource commitments for the implementation of the student information system, and the training required to use the system, have limited progress on the development of the comprehensive training process.

- **Initiate a cross training assessment process to address the problems of covering off when staff are unavailable.** With the move to a shared services model, the College centralized program delivery, support and administrative functions into a single division. This division reviewed processes to improve consistency of process, enhance efficiency and align processes with the student information system. This includes cross training of staff and the development of service agreements to define service expectations and ensure quality administrative and program support activities.

- **Develop a description and workflow for each task and the skills required to complete the task so it can be assigned to the appropriate position.** The College undertook no further action on defining administrative functions, except those addressed through the client service agreements.

Objective 2.2: Marketing

- **Assist in development of enrollment management plan by program area.** The College has completed the communication flow for post-secondary programs (university and vocational-technical), and began the product and data aspects of the enrollment management model.

- **Develop a generic Marketing Plan for College, each campus in our region, each program area.** A general marketing plan for College initiatives was implemented, with activities in the areas of campus and program area developed as required.

- **Develop a marketing plan for the University Program.** The College began developing a marketing plan in conjunction with the development and implementation of a communication plan based on the Enrollment Management model.

- **Identify new markets for Truck Driver Training.** The College altered the delivery method for truck driver training to reflect the changing needs of the students. Most programs are now delivered on a demand basis allowing the College to train single individuals and to deliver project-based training.

- **Identify new national and provincial markets for Building Code Training.** The College provided training for First Nation clients, who were sponsored by Canada Mortgage and Housing Corporation.

- **Through new market strategies, increase course registrations for the Business, Industry and Career Programs.** The College reviewed and made positive changes to the marketing strategies in the areas of promotion and recruitment. Through these changes, the College offered additional classes during the year. However, given the changes in the marketplace (ie., decline in commodity prices and a change in market environment for business training), fewer students accessed these courses.

Goal 3: The sector meets the needs of individuals and communities.

Objective 3.1: Financial, Educational and Training Advising for Students

- **Establish and maintain a set of procedures for front line staff to enable them to effectively screen requests from learners and better meet their career counselling needs.** A set of procedures was developed and implemented in Weyburn and Estevan to enable front line staff to effectively screen and refer requests made by clients.

- **Establish a process that involves parents and significant others in the career selection process.** During the year, the College undertook no action in the development of a process that involves parents and significant others in the career selection process.

- **Create a model for providing access to career counselling services in rural Saskatchewan.** The College is implementing a model for providing access to services in rural Saskatchewan on an ongoing basis.

Objective 3.2: Continue support of cooperative program options for students

- **Develop a self-service multi-media system to assist learners to access employment, career and program opportunities.** In conjunction with the Canada-Saskatchewan Employment Services, Moosomin Career and Student Services began development of a self-service multi-media system to assist clients to access employment, career and program opportunities.

- **Develop a technology and instructional plan to enhance access to our Vocational-Technical Institute Credit Programs.** Through a donation from Pan Canadian Resources, the Weyburn Campus began planning the *Pan Canadian Learning Lab* which will enable the College to deliver innovative and relevant programming for a variety of sectors.

- **Review Building Code Training to identify updates and changes to ensure content is current and relevant.** The College undertook a review of the program to plan for upcoming changes to building code legislation which will need to be incorporated into the program.

Objective 3.3: Student Success Systems

- **Develop and maintain a network of support agencies to promote the success of the Adult Education students.** A partner support system was established to provide access to students to augment career goals. A presentation was made to various School Divisions in the College Region on the Integrated Partnerships Model that is being used in Weyburn. The College continued to enhance the network of agencies that provide students with personal and academic support.

Objective 3.4: Adult Education and Employability Programs

- **Develop multi-mode delivery system for the Adult Education Program.** During the year, research was conducted on ways to deliver Physics 30 on-line for the 2001-2002 program year. As well, continued ongoing consultation with Saskatchewan Education (K-12) regarding participation in the development and delivery of on-line courses.

- **Develop program to include more non-academic choices within the Adult Education Program.** During the year a variety of new classes were offered at various locations throughout the College Region, including: Nutrition and Finance 30 in Indian Head and Moosomin, and Information Processing, Keyboarding, and CPR/First Aid in Weyburn and Moosomin. Research was conducted into delivering Work Experience programs for the 2001-2002 school year. As well, the College continued to negotiate with School Divisions to allow students to access the Practical and Applied Arts Program offered within the secondary system.

Objective 3.5: Student Assessment Systems

- **Establish a student intake assessment system as part of the Adult Education Program.** An assessment system was developed in partnership with Can-Sask Centres, with participation from counsellors and instructors. In conjunction with this project, the College participated on the provincial assessment committee in the development of a provincial model.

Goal 4: The system meets the needs of employers and industry and contributes to economic growth.

Objective 4.1: Advisory Groups and Partnerships

- **Determine Business, Industry and Career programs and services for each niche market.** The College established an Advisory Group in the Weyburn area to gather information on the energy sector.

- **Build strong and effective partnerships that will enhance identification, delivery and evaluation of College programs and services.** During the year, the College developed a Ground Disturbance Instructor Course to train qualified individuals to instruct the Ground Disturbance Course. The College continued the partnership with Carson Safety and Environment for the development of new courses and the delivery of existing courses, and the partnership with Parkland Regional College for the delivery of safety training in their region. The College established a partnership with The Canadian Institute of Financial Planning to deliver a Financial Planning Program.

Objective 4.2: Work-Based Employment

- **Work with employers to ensure jobs are sustainable and training needs are met.** The College continued working with employers to train existing and new employees for sustainable job opportunities, although the employment rate remained fairly stable within the region.

- **Incorporate administrative processes that reduce workloads, internally and externally.** The College continued to work with employers to ensure quality and relevant training is being delivered, efficient administrative accounting processes are in place, and the needs of both the employer and trainee are being served.

EPR CERTIFIED GENERAL ACCOUNTANTS
115 SECOND STREET
WEYBURN, SASKATCHEWAN
S4H 0T7

AUDITOR'S REPORT

To the Board of Governors of Southeast Regional College:

We have audited the statement of financial position of the Southeast Regional College as at June 30, 2001, and the statements of operations, changes in fund balances and cash flows for the year then ended. The college is responsible for preparing these Financial Statements for Treasury Board's approval. Our responsibility is to express an opinion on these Financial Statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the Financial Statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the Financial Statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion these Financial Statements present fairly in all material respects, the financial position of Southeast Regional College as at June 30, 2001, and the results of its operations and cash flows for the year then ended in accordance with generally accepted accounting principles.

Weyburn, Saskatchewan
August 27, 2001

Evonne Parrault Robertson
EPR Certified General Accountants

Southeast Regional College
Statement of Financial Position
as at June 30, 2001

	Operating Fund	Capital Fund	2001	2000
	$	$	$	$
Assets				
Current Assets				
Cash	873,596		873,596	878,509
Cash, Internally Restricted Funds (note 12)	573,096		573,096	590,128
Accounts Receivable (note 3)	987,659		987,659	552,684
Prepaid Expenses	41,535		41,535	65,998
	2,475,886		2,475,886	2,087,319
Capital Assets (notes 2 & 4)		1,097,463	1,097,463	405,436
Deferred Rent (note 8)		105,000	105,000	120,000
		1,202,463	1,202,463	525,436
	2,475,886	1,202,463	3,678,349	2,612,755
Liabilities				
Current Liabilities				
Accounts Payable (note 5)	898,557		898,557	727,948
Accrued Vacation Pay (note 6)	114,142		114,142	107,488
Deferred Revenue (note 11)	658,253		658,253	410,094
	1,670,952		1,670,952	1,245,530
Fund Balances (note 2)				
Unrestricted	231,838		231,838	251,661
Invested in Capital Assets		1,202,463	1,202,463	525,436
Internally Restricted (note 12)	573,096		573,096	590,128
	804,934	1,202,463	2,007,397	1,367,225
	2,475,886	1,202,463	3,678,349	2,612,755

Approved on behalf of the Board

The accompanying notes form an integral part of these financial statements.

EPR

Southeast Regional College
Statement of Operations
for the year ended June 30, 2001

	Operating		Capital			
	2001	2000	2001	2000	2001	2000
	$	$	$	$	$	$
Revenues (Schedule 1)						
Saskatchewan Post-Secondary Education and Skills Training	3,629,247	3,557,697	814,819		4,444,066	3,557,697
Federal Government	15,168	107,167			15,168	107,167
Other Revenue	1,965,871	1,855,921	3,978	15,108	1,969,849	1,871,029
Total Revenues	**5,610,286**	**5,520,785**	**818,797**	**15,108**	**6,429,083**	**5,535,893**
Expenses (Schedule 2)						
Contractual & Professional Services	1,893,088	1,984,999			1,893,088	1,984,999
Rentals	263,427	268,383	(30,000)	(30,000)	233,427	238,383
Repairs and Maintenance	32,671	18,351			32,671	18,351
Amortization(notes 4 and 8)			278,802	172,348	278,802	172,348
Operating Expenses (Schedule 3)	961,068	816,190		635	961,068	816,825
Personal Services	2,389,855	2,306,201			2,389,855	2,306,201
Total Expenses	**5,540,109**	**5,394,124**	**248,802**	**142,983**	**5,788,911**	**5,537,107**
Excess / (Deficiency) of Revenue over Expenditures	**70,177**	**126,661**	**569,995**	**(127,875)**	**640,172**	**(1,214)**

The accompanying notes form an integral part of these financial statements.

EPR

Southeast Regional College
Statement of Cash Flows
for the year ended June 30, 2001

	2001 $	2000 $
Cash from Operating Activities		
Excess/(Deficiency) of Revenue over Expenses		
-Operating Fund	70,177	126,661
-Capital Fund	569,995	(127,875)
Amortization of Capital Assets	278,802	172,348
Net Change in Non-cash Working Capital		
-(Increase)/Decrease in Accounts Receivable	(434,974)	(304,526)
-(Increase)/Decrease in Prepaid Expenses	24,463	(54,245)
-Increase/(Decrease) in Accounts Payable	170,609	181,738
-Increase/(Decrease) in Accrued Vacation Pay	6,654	624
-Increase/(Decrease) in Deferred Revenue	248,159	(29,167)
Net cash generated through operating activities	933,885	(34,442)
Financing and Investing Activities		
Purchase of Capital Assets	(955,830)	(234,786)
Net cash used in financing and investing activities	(955,830)	(234,786)
Net Increase/(Decrease) in Cash	**(21,945)**	**(269,228)**
Cash, beginning of the year	1,468,637	1,737,865
Cash, end of the year	**1,446,692**	**1,468,637**

The accompanying notes form an integral part of these financial statements.

EPR

Southeast Regional College
Statement of Changes in Fund Balances
for the year ended June 30, 2001

	Invested in Capital Assets	Internally Restricted Funds	Unrestricted Funds	2001	2000
	$	$	$	$	$
Balance, beginning of the year	525,436	590,128	251,661	1,367,225	1,368,439
Excess/(Deficiency) of Revenue over Expenses	569,995		70,177	640,172	(1,214)
Investment in Capital Assets (note 12)	955,830	(955,830)			
Inter-fund Transfers - to / (from) (note 12)	(848,798)	938,798	(90,000)		
Balance, end of the year	1,202,463	573,096	231,838	2,007,397	1,367,225

The accompanying notes form an integral part of these financial statements.

EPR

Southeast Regional College
Schedule of Operating Fund Revenues by Function
year ended June 30, 2001

Schedule 1

	Administration	Programming						
	General Revenue	Community & Individual Development	Adult Basic Education	Vocational Technical	University Credit	Student Services	2001	2000
	$	$	$	$	$	$	$	$
Post-Secondary Education and Skills Training								
Admin Recovery	28,400		15,750	72,440			116,590	101,285
Base Grant	1,626,180						1,626,180	1,429,732
Program Payments			473,574	580,154		30,000	1,083,728	1,211,536
Other	11,908	3,082	135,721	549,717		102,321	802,749	815,144
	1,666,488	3,082	625,045	1,202,311		132,321	3,629,247	3,557,697
Federal Government								
Seat Purchases								
Projects								62,136
Other	15,168						15,168	45,031
	15,168						15,168	107,167
Other								
Admin Recovery								
Contracts		15,117	6,120	289,103		12,738	323,078	302,893
Interest	131,307						131,307	100,505
Rents	6,514						6,514	5,735
Resale Items	261	101,834	200	51,585	34,365	60	188,305	203,078
Tuition		480,907	63,024	567,142	204,330		1,315,403	1,236,819
Other	1,264						1,264	6,891
	139,346	597,858	69,344	907,830	238,695	12,798	1,965,871	1,855,921
Total Revenue	**1,821,002**	**600,940**	**694,389**	**2,110,141**	**238,695**	**145,119**	**5,610,286**	**5,520,785**
Total Expense (Schedule 2)	**1,338,875**	**883,588**	**662,082**	**2,108,800**	**315,267**	**231,497**	**5,540,109**	**5,394,124**
Excess/(Deficiency) of of Revenue over Expenses	**482,127**	**(282,648)**	**32,307**	**1,341**	**(76,572)**	**(86,378)**	**70,177**	**126,661**

The accompanying notes form an integral part of these financial statements.

EPR

Schedule 2

Southeast Regional College
Schedule of Operating Fund Expenses by Function
for the year ended June 30, 2001

	General Administration			Programming					2001	2000
	Board	Admin	Organization	Community & Individual Development	Adult Basic Education	Vocational Technical	University Credit	Student Services		
	$	$	$	$	$	$	$	$	$	$
Contractual/Professional Services	5,086	129,749	2,148	219,210	90,648	1,251,242	195,005		1,893,088	1,984,999
Rentals	318			48,187	62,504	136,782	8,705	6,931	263,427	268,383
Repairs & Maintenance		7,072		25,250		349			32,671	18,351
Operating (Schedule 3)	36,439	226,128	42,304	231,283	92,772	227,075	65,871	39,196	961,068	816,190
Personal Services	25,445	552,129	312,057	359,658	416,158	493,352	45,686	185,370	2,389,855	2,306,201
	67,288	915,078	356,509	883,588	662,082	2,108,800	315,267	231,497	5,540,109	5,394,124

The accompanying notes form an integral part of these financial statements.

EPR

Schedule 3

Southeast Regional College
Schedule of Operating Expenses
for the year ended June 30, 2001

	2001	2000
	$	$
Operating Expenses		
Advertising	159,160	90,617
Association Fees and Dues	11,080	9,970
Bad Debt Expense	22,162	
Bank Changes and Interest	1,643	2,218
Computer Software	27,852	7,974
Conference and Training Fees	5,033	4,528
Insurance	5,829	6,758
Materials and Supplies	118,865	110,658
Postal, Freight, and Courier	16,325	20,526
Printing and Duplicating	42,565	29,138
Resale Items	192,470	181,363
Small Equipment	12,383	27,442
Student Allowances		20,076
Subscriptions	4,165	3,461
Telephone and Fax	103,418	94,188
Travel	216,082	188,512
Utilities	14,541	11,127
Other	7,495	7,634
	961,068	816,190

The accompanying notes form an integral part of these financial statements.

EPR

Notes to the Financial Statements

1. General Information

The Southeast Regional College offers educational services and programs under the authority of Section 14 of *The Regional Colleges Act*. The Board of the Southeast Regional College is responsible for administering and managing the educational affairs of the College in accordance with *The Regional Colleges Act* and its regulations.

The College's objectives are to promote the social, economic and cultural development of Southeastern Saskatchewan by facilitating learning options in partnership with community groups and businesses.

2. Significant Accounting Policies

These financial statements have been prepared in accordance with generally accepted accounting principles utilizing the restricted funds method of accounting for contributions.

a) Fund Accounting

Funds are a separate self-balancing set of accounts for each accounting entity established within the accounting system, which segregate the transactions of a particular activity, as follows:

i The Operating Fund accounts for the organization's program delivery and administrative activities. The fund reports unrestricted resources and restricted operating and program grants.

ii The Capital Fund reports the assets, liabilities, revenues and expenses related to the capital assets of the College.

iii The Scholarship Fund reports resources contributed for scholarships. Investment income and contributions are reported as revenue, and scholarships granted are reported as expenditures of this fund.

iv The College maintains Internally Restricted Funds designated by the Board for the following purposes:

Capital Purchases:	Funds are allocated for three categories of future capital requirements: Program Computer Enhancement, Program Equipment Enhancement and Facility Enhancement.
Other:	Other amounts are designated by the Board for specific purposes relating to future operations of the College. Funds in this category are: Program Development; to be used for development of existing and future programs to be offered by the College, and Education; to be used for professional development of College personnel.

Amounts transferred to, and disbursements from, these funds, are approved by the Board of Governors.

b) Capital Assets

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair market value at the date of contribution. Amortization is provided on a straight line basis over the estimated useful lives of the assets, and recorded as an expense in the capital fund, for the categories listed below:

Leasehold improvements	:	over the life of the lease, to which they relate.
Program equipment and office equipment	:	5 years.
Computer hardware and systems software	:	3 years.
Office furniture	:	10 years.

c) Revenue Recognition

Restricted contributions related to general operations are recognized as revenue of the Operating Fund, in the year in which the related expenses are incurred. All other restricted contributions are recognized as revenue of the appropriate restricted fund, in the year received.

Unrestricted contributions are recognized as revenue in the year received or receivable, if the amount to be received can be reasonably estimated, and collection is reasonably assured.

Investment income earned from the resources of internally restricted funds, is recorded as income in the Operating Fund.

Tuition revenue is recognized as revenue of the Operating Fund in the period in which the related expenses are incurred.

3. Accounts Receivable

Accounts receivable are composed of the following:	2001 $	2000 $
Saskatchewan Post-Secondary Education and Skills Training	484,889	64,236
Government of Saskatchewan - other	64,628	42,394
Other less allowance for doubtful accounts (2001- $22,875, 2000 - $2,367)	438,142	446,054
	987,659	552,684

4. Capital Assets

	Cost		Accumulated Amortization		Net Book Value	
	2001 $	2000 $	2001 $	2000 $	2001 $	2000 $
Leasehold improvements	930,360	164,151	162,166	75,094	768,194	89,057
Program equipment	274,610	262,844	213,887	188,727	60,723	74,117
Computer hardware - programs	634,925	632,497	567,483	516,403	67,442	116,094
Computer hardware - admin.	384,916	253,059	264,429	194,083	120,487	58,976
Office equipment	50,036	44,839	40,500	37,667	9,536	7,172
Office furniture	77,760	68,464	43,315	36,849	34,445	31,615
System software	196,954	167,877	160,318	139,472	36,636	28,405
	2,549,561	1,593,731	1,452,098	1,188,295	1,097,463	405,436

5. Accounts Payable

Accounts payable are composed of the following:

	2001 $	2000 $
Saskatchewan Post-Secondary Education & Skills Training	1,485	5,190
Government of Saskatchewan - other	1,779	133,138
Other	895,293	589,620
	898,557	727,948

6. Accrued Vacation Pay

Vacation pay of $114,142 (2000, $107,488) representing vacation earned by employees but not yet paid, has been calculated and recorded in the accounts.

7. Lease Commitments - Equipment and Buildings

The College has obligations for leases of office equipment and premises. Future minimum payments for the next five years total $917,357 with the following annual payments:

Year	$
2002	188,993
2003	188,177
2004	186,500
2005	179,876
2006	173,811

8. Deferred Rent

The college entered into a lease for facilities for a period of 10 years in 1998. A condition of the lease required an advance payment of $150,000 to the lessor of the premises. The payment has been recorded as deferred rent and will be amortized over the term of the lease at the rate of $15,000 per year.

9. Related Party Transactions

Included in these financial statements are revenue and expenditures resulting from routine operating transactions conducted at agreed rates with various Crown controlled departments, agencies and corporations, with which the College is related. Accounts balances resulting from these transactions are included in the statements of financial position and operations. These transactions are settled

on normal trade terms.

Transactions with related parties, incorporated in these financial statements, include the following:

Significant payments to related parties during the fiscal year:	2001 $	2000 $
Association of Saskatchewan Regional Colleges	6,082	7,800
Saskatchewan Regional Colleges	20,973	29,221
SIAST	659,403	912,372
Saskatchewan Property Management Corp.	90,171	88,147
Saskatchewan Telecommunications	118,874	91,194
University of Regina	81,541	58,171

Significant receipts from related parties during the fiscal year:	2001 $	2000 $
Saskatchewan Regional Colleges	44,084	
SIAST	35,032	35,469
SCN	79,125	105,500
University of Regina	4,073	3,913

10. Pension Plans

Employees of the college are members of the Teachers' Superannuation Plan, the Saskatchewan Teachers Retirement Plan or a defined contribution plan established by the Southeast Regional College. The college's obligations under these arrangements are limited to matching employee's contributions of the defined contribution plan established by the Southeast Regional College. Pension contributions for 2001 totalled $93,476 (2000, $80,544).

11. Deferred Operating Grants and Program Payments

Deferred revenue represents restricted funding for operating grants and program payments received in the current period, for operations of the subsequent period. Changes in deferred revenue for the year, are as follows:

		2001 $	2000 $
Balance, beginning of year		410,094	439,261
Deduct:	Amounts recognized as revenue during the year	(403,730)	(412,376)
Add:	Amounts received during the year		
	Tuition received in advance	9,804	1,830
	Employability Assistance for People with Disabilities	17,500	
	Quick Skills	105,956	23,257
	Saskatchewan Skills Extension Program	461,629	135,543

SIAST Deferred Revenue Fund	26,200	
Labour Market Development Agreement		113,163
Basic Education		15,000
CanSask Regional Planning project	12,550	
CanSask Counselling project	8,250	
Carpentry program		84,416
Provincial Training Allowance administration fee	10,000	10,000
Balance, end of year	658,253	410,094

12. Inter-fund Transfers and Internally Restricted Net Assets

The Board of Governors have placed internal restrictions on unrestricted net assets to be used for future expenditures. These internally restricted amounts are not available for other purposes without approval of the Board of Directors. In 2001, a transfer of $938,798 from operations, $848,798 from Capital Fund revenues before amortization and $90,000 from unrestricted, was made; $121,097 to the Program Computer Fund and $817,701 to the Equipment and Facility Fund, and transfers of $134,285 from the Program Computer Fund and $821,545 from the Equipment and Facility Fund were made to the (Restricted) Capital Fund, to cover the net cost of additions to Capital Assets.

The changes in internally restricted funds for the year, are as follows:

Internally Restricted Funds	Program Computer Fund $	Equipment & Facility Fund $	Program Development Fund $	Educational Development Fund $	Total $
Balance, beginning of year	262,283	40,188	203,224	84,433	590,128
Transfer from operating fund	121,097	817,701			938,798
Additions to capital assets, (transferred to capital fund)	(134,285)	(821,545)			(955,830)
Inter-fund transfers - to / (from)					
Balance, end of year	249,095	36,344	203,224	84,433	573,096

13. Financial Instruments

Accounts receivable and accounts payable are all short term in nature, and as such, their carrying value approximates fair value.

The College is exposed to credit risk from non-payment of accounts receivable. Credit risk is minimal for amounts due from Saskatchewan Post-Secondary Education & Skills Training, the Government of Canada, and other educational institutions. All other receivables are reported at estimated net realizable value.

14. Actual vs Budget

	Budget 2001 $	Actual 2001 $
Revenue		
Saskatchewan Post-Secondary Education & Skills Training	3,842,905	3,629,247
Federal Government	97,807	15,168
Other	1,801,908	1,965,871
	5,742,620	**5,610,286**
Expenditure		
Contractual & professional	2,166,685	1,893,088
Rentals	244,154	263,427
Repairs & maintenance	24,158	32,671
Operating expenses	922,245	961,068
Personnel	2,501,404	2,389,855
	5,858,646	**5,540,109**
Excess (Deficiency) of Operating Fund revenues over expenditures	(116,026)	70,177
Excess (Deficiency) of Capital Fund revenues over expenditures	533,854	569,995
Total - Excess (Deficiency) of revenues over expenditures	**417,828**	**640,172**

Vision

Leading the way, reaching people and communities through the power of learning.

Mission

To provide access to learning experiences and information that enable people and communities to meet the realities of today and create opportunities for tomorrow.

To achieve this....

1. We serve learners by using our strengths and expertise to create student-focused programs and facilitate access to programs developed by others.
2. We support communities and people by providing learning experiences that help them to develop and adapt to change.
3. We support our colleagues with cooperation, teamwork, encouragement, and mutual respect.
4. We provide collaborative, innovative leadership in creating and ensuring learning opportunities.

Values

We believe living is learning, and everyone should have the opportunity to learn. Access to knowledge and information is vital to health, growth and development for individuals and communities.

We believe our plans and programs should be community based. We involve communities and community based groups in the College, and we provide support to them through community development and the use of community resources. Our activities are focused on the needs of the learners and the clients we serve. We seek partnerships and collaboration, and we practice decision making that is open, honest, participative, and inclusive.

We place a high value on flexibility and innovation. Our programs and services are responsive to the changing needs of communities and individuals. We welcome change as opportunity, and we act as agents of positive change that reflects our vision, values and mission.

We place a high value on a positive and professional environment. Our everyday attitudes and behaviors reflect enthusiasm towards learning and work, a sense of humor in the face of challenges, and enjoyment in the company of colleagues and those we serve. We are committed to professional development.

We respect people. We appreciate diversity and encourage tolerance. We recognize individual contributions. We treat people fairly and equitably.

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COMMUNITY SCN CENTRES
- ✓ Broadview
- ✓ Kipling
- ✓ Rocanville

SOUTHEAST REGIONAL COLLEGE